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18 April 1969

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report of Records Management Activities
in DDS Area

The intent of this memorandum is to inform you of the Records Management activity in the DDS Offices for the period 1 January through 31 March 1969.

In addition to highlighting "Purge" accomplishments this report enumerates what is being done in the area of exploring new techniques that, if adopted, should ultimately result in significant savings in Records Center storage space.

A review of the reports received from the DDS Operating Offices indicates that 592 cubic feet of records, stored at the Records Center, were authorized for destruction during this reporting period. This raises the Cumulative total to 1,877 cubic feet authorized for destruction since the DDS Purge started in August 1968.

In the pursuit of exploring newer techniques that will permit us to remain within the space limitations of the Records Center several offices are giving serious consideration to the use of microfilming of selected "records series" having long term retention periods. These specific series involve active and retired Medical files (400 cu. ft.), the Official Personnel Folder (960 cubic feet), the Polygraph file (368 cubic feet) and the filming of approximately 60,000 (5"x3") mail control logs.

In order to determine the feasibility of microfilming, Printing Services Division has conducted and is still conducting, sample tests of filming the Personnel and Medical files. Concurrent with these microfilm tests other methods to reduce these large collections were surfaced. Medical Office feels that the present retention period for x-rays (not having positive findings) may be reduced from 15 to 10 years. Consideration is being given to the possibility of reducing the length of time that dependants Medical files must be kept.

The Office of Personnel feels that unless microfilming techniques can be improved, the time and expense involved in filming the Personnel records would be prohibitive. In lieu of filming they are screening these files and to date, 22% of the 960 cubic feet have been reviewed. This has resulted in the destruction of 82 cubic feet or a 38% reduction. This again points up the advantages to be gained

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through screening records. Two hundred and sixty three (263) records series were reviewed resulting in the revision of authorized retention periods for approximately fifty items. Projections indicate that by 30 June both the Office of Personnel and the Office of Communications will have reduced their July 1968 holdings at the Records Center by 20%.

We are hopeful that during the next reporting period the present study to determine the feasibility of microfilming the Interrogation Research Division files will result in the microfilming of the 368 cubic feet of Polygraph records.

It is apparent that "Purge" action alone will not provide us with the 50% space reduction goal as requested by Col. White. However, this goal can be attained through the employment of two alternatives, or a combination of both.

These alternatives are as follows:

1. Microfilm Operations

Immediate consideration will be given to the possibility of microfilming all DDS records that are in the Agency Archives collection. If this idea is extended to include all Agency archival records we should have enough room to accommodate the next few years of retired accessions.

The first order of business involved in microfilming of Archival records is the assurance from GSA-NARS that we can, through exercising certain precautionary methods, safely use negative microfilm. This report from NARS is long overdue.

2. Use of Compacting Type of Motorized Shelving in the Records Center

We have been exploring the use of motorized compacting type shelving in lieu of the present shelving design.

Preliminary studies indicate that installation of this type shelving will increase filing capacity of the Records Center by a minimum of 40%, providing space for an additional 42,000 cubic feet at a cost of approximately \$859,000.

The cost to microfilm 42,000 cubic feet of records using the basic estimate (one cent per one side of a page) would approximate \$840,000.

In the final analysis the motorized shelving alternative would be more economical because we must add to the cost of microfilming operations, the cost of readers, reader-printers and use filing space to accommodate all the microfilm reels.

I caution against making any decision until we have thoroughly investigated all aspects, such as permanency of paper vs microfilm, legal


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requirements, availability, use, opinion of users, etc. I am preparing a detailed report on the use of "Motorized" shelving.

As a closing note, I would like to state that five (5) of the DDS Offices indicated that 4,463 man hours were expended on Records Management duties including purge activity for this reporting period.

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DDS Records Management Officer